



Volunteer Coordinator

The Greenwich International Film Festival is seeking a Volunteer Coordinator to join our growing non-profit organization. This position functions to help support the Festival's goals and objectives in a fast paced, hands on, environment. This is a paid position that is needed for the period of May 4th through June 9th, 2015.

The Volunteer Coordinator, under the supervision of the Festival Event Director, will recruit, screen, schedule, and supervise the volunteer base, which serves everyone involved with the inaugural Greenwich International Film Festival.

DUTIES AND RESPONSIBILITIES:

- Plan and execute two Volunteer Sign-Up Days
- Work with area organizations to recruit volunteers Organize and execute Volunteer Training and Information Meetings
- Create and maintain the master volunteer schedule Maintain constant communication with Venue Managers
- Maintain volunteer database and track volunteer hours/benefits
- Manage Volunteer desk at Festival headquarters assigning tasks to volunteers and troubleshooting volunteer needs
- Draft thank you letter to volunteers
- Provide post-Festival report to staff

QUALIFICATIONS:

- Able to work independently, efficiently and under deadline pressure.
- Excellent communications skills.
- Detail-oriented, organized, motivated

TO APPLY: Please send a resume and cover letter to Ginger Stickel, Chief Operating Officer at ginger@greenwichfilm.org.

BACKGROUND INFORMATION:

The Greenwich International Film Festival (GIFF) is a non-profit organization that will celebrate the art of film in Greenwich, CT, June 4th through 7th, 2015. The Festival's mission is to provide filmmakers with an effective platform to showcase their work with the goal of finding financing and distribution. Additionally, GIFF will harness the power of film to serve the greater good by supporting an important cause, UNICEF.

Please contact Ginger Stickel at ginger@greenwichfilm.org or 203-717-1800 for more details.